



607.02 General Facility Inspections

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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607.02-1 Policy

Security inspections shall be performed as often as necessary to ensure the safe, secure, and orderly operation of the facility. It is the policy of the Hendry County Sheriff's Office Corrections Division to continuously perform inspections of facility, procedures, and members to ensure that facility and equipment are properly maintained and current and efficient procedures are being adhered to.

607.02-2 General Information

- I. Policies and procedures regarding searches for the control of contraband are contained in the HCSO Corrections Division Policy & Procedure Manual located in various offices, and areas throughout the Jail.
 - A. Search policies shall be made available to inmates upon request.
 - B. Search policies shall be reviewed at least annually and updated if necessary.
- II. Searches and inspections are designed to:
 - A. Detect contraband
 - B. Prevent Escape
 - C. Maintain sanitary standards
 - D. Eliminate fire and safety hazards
- III. Detention Deputies are responsible for discovering and reporting all evidence of tampering with or fracturing of walls, ceilings, floors, windows, lighting fixtures, fences, doors, gates, booths, bars, holding cells, and interview rooms.

607.02-3 Searches

Searches will be conducted in accordance with established training procedures and reports submitted as required.

- I. HOUSING AREAS/CELLS - Inmate housing areas and cells shall be searched in an orderly, yet thorough fashion, on irregular schedules, and as ordered by the Shift Supervisor.
 - A. Searches of housing areas including cells/sleeping area and day rooms shall be frequent, unannounced and on an irregular schedule; however, cell searches will not be conducted during lockdown hours unless authorized by a supervisor.

- B. Supervisors shall ensure adequate staff availability for cell searches and provide briefings as to specific Deputy assignments and areas of particular interest.
- C. Deputies shall enter the housing area without warning and position themselves in order to observe all occupants.
- D. The search shall be conducted in a systematic, orderly, and thorough fashion in accordance with good security practices and training procedures.
- E. After the search is completed, cell(s)/sleeping area should be left in the original condition. Inmate property shall be respected and not willfully discarded, broken or misplaced.
- F. All items removed shall be recorded on the shakedown report, and the "Control Book". Excess jail issue items will be returned to their original location. Unauthorized personal property shall be placed in inmate's personal property. Contraband shall be disposed of in accordance with established procedures, with a written report made and forwarded to the appropriate authority (SAO, CID, Disciplinary Hearing Officer, or others as appropriate).

II. GENERAL AREA - General area searches (hallways, multi-purpose areas, etc.) shall be searched and inspected continuously.

- A. Inspection should include all furnishings, clothing and storage areas, tables, supply areas, around pipes, plumbing, conduit, openings in tile, concrete around windows, behind any loose wall cover, any place an object, article or items may be concealed.
- B. Inspection should also include fire extinguishers, or other facility equipment offering an opportunity to the inmate to conceal contraband.

III. VISITATION AND PUBLIC AREAS - The Visitation Civilian and Jail staff shall ensure visitation areas, to include all visitation areas, the public lobby, and public restrooms are thoroughly searched and inspected prior to visitation and subsequent to visitation.

IV. RECREATION YARD – Recreation Sergeant shall ensure security inspections of the recreation yard are conducted (prior to and subsequent to inmate recreation periods) ensuring doors are secured and the yard is free from contraband.

V. SUPPLIES AND FOOD STORAGE:

- A. Deputies shall ensure supplies and food deliveries are off-loaded and locked in a secure storage area.
- B. Incoming supplies and foodstuffs shall be searched and inspected prior to dissemination.
- C. The kitchen area shall be searched and inspected daily.

VI. PERIMETER:

- A. Each Shift Supervisor shall ensure that the perimeter of the facility is searched and inspected daily.
- B. Suspicious items or evidence of tampering will be immediately reported to a supervisor.
- C. Facility grounds will be closely inspected for "drop zones" used for concealing contraband.
- D. Perimeter searches shall include:
 1. Lobby
 2. Public bathrooms
 3. Facility entryways
 4. Parking areas

- VII. TRANSPORT VEHICLES - Transport Deputies shall ensure transport vehicles are searched and inspected for contraband and weapons prior to use and upon completion of mission.
- VIII. OTHER SECURITY SEARCHES – Deputies are responsible for ensuring:
 - A. Official visitor brief cases, bags, etc., are inspected for weapons and contraband.
 - B. Booking staff are notified to search inmates entering the facility via the lobby sally port.
 - C. Outside maintenance personnel tools and containers, etc. are checked for weapons and inventoried upon entering and exiting.

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
N/A

Other Policy/ Procedure References:
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HCSO Corrections Division Policy and Procedure Manual